

~~CONFIDENTIAL~~

Director of Training

10 May 1951

Chief, Plans and Policy Staff

Deputy Director for Administration Staff Meeting
of 10 May 1951

1. The agenda for this meeting from each of the participating offices was negative.

2. Mr. Wolf opened the meeting with the observation that he wanted to make future meetings as effective as possible, and with this thought in view, he had modified the program of meetings as follows:

a. He will meet once a week, normally in the afternoons, with the Chief of each Office under his staff supervision for the purpose of discussing in detail what each office is doing, how it is doing it, and why it is doing it and what are the pressing problems that Office faces in carrying out its functions. Such meetings will be attended by [REDACTED] in each case.

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b. In addition to the above there will be a monthly meeting of the whole group at which problems of common concern will be discussed. For the purpose of the monthly meetings each participating office will be required to submit at least one item for the agenda.

3. Mr. Wolf announced that he had transferred [REDACTED] as Chief of the Audit Division from the Office of Inspection and Security and has established this Division as an Office reporting directly to the Deputy Director for Administration.

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4. I reported on the very effective support the O/TR had received in the physical improvements to Alcott Hall, citing that more work was done, better work was done and that the work was done more rapidly than we expected and that the O/TR was most appreciative for the manner in which the whole undertaking had been accomplished. Mr. Wolf commented that he was pleased to have this information and strongly recommended that we maintain our expectations at this level in order that we can look forward to greater incidents of similar results in the future. He was further pleased to know that

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your views on this matter were being reduced to writing and advised all hands that while there was an abundance of paper work in the Agency, the kind in this category should not be discouraged.

5. There were no significant problems raised by the Offices represented at this meeting.

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